



FORM GC-250 INSTRUCTIONS

LETTERS OF GUARDIANSHIP (GC-250)

Tips for completing
Court forms,
[Click here](#)

Filling out the Caption on your form

The top of the form has 6 boxes.

Fill out the caption boxes as follows:

- 1 “Attorney or Party without Attorney” - if you do not have an attorney, fill in your name, address, and telephone number.
Attorney For (Name) – if you do not have an attorney, write “In Pro Per” (which means that you are representing yourself).
- 2 “SUPERIOR COURT OF CALIFORNIA, COUNTY OF” – write the name of the County where you are filing your case. [Click here for location of courts.](#)
- 3 “Guardianship of (Name)” - write in the full name of the minor (child).
- 4 Check the box “Person” or “Estate”.
- 5 “For Court Use Only” – Leave blank.
- 6 “Case Number” – Write in the case number.

The image shows the top portion of Form GC-250, 'LETTERS OF GUARDIANSHIP'. A red oval highlights the caption area, which contains six numbered boxes: 1. Attorney or Party without Attorney; 2. Superior Court of California, County of; 3. Guardianship of (Name); 4. Letters of Guardianship (Person/Estate); 5. For Court Use Only; 6. Case Number. Below the caption area, the form is divided into two main sections: 'LETTERS' and 'AFFIRMATION'. The 'LETTERS' section includes a 'LETTERS' header and a 'LETTERS OF GUARDIANSHIP' section with checkboxes for 'Person' and 'Estate'. The 'AFFIRMATION' section includes an 'AFFIRMATION' header and a 'CERTIFICATION' section.

LETTERS

On the left side of the form

1. Print the guardian's name and check the right box or boxes ("person" or "estate"). Write the minor's (child's) name.
2. Leave blank.
3. Leave blank.
4. Leave blank.

AFFIRMATION

On the right side of the form:

Write the date, place (city and state) where you are signing this form. Sign your name.

If there are two guardians, both people should sign this form. After the court hearing, give this form to the clerk so that these Letters can be certified by the court. You may need to buy or make several copies of this form.